

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, March 13, 2018, 6:00 p.m.**

Selectboard: Kurt Johnson, Pat Sabalis and Catherine Kearns (via speaker phone)

Town Staff: Mona Shepard and Brian Bigelow

Public: Peter Czaja, Kateri Bisceglia, Kerrie Garvey, Dan Albrecht, Michael Lang, Peter Bennett, and Steve Webster (Note: due to weather MMCTV not in attendance, but recording equipment set up in advance.).

6:09 p.m. Call to order, adjustments to agenda. Meeting called to order by Kurt Johnson.

Adjustments to agenda: Mountain Gazette request to be the Town's official Newspaper of Record and the Albertini's request for a Quit Claim Deed related to lease land at PV109.

6:10 p.m. Public Comment Period. Peter Czaja in attendance to discuss Class 4 Roads maintenance. Board relayed that the process continues and confirmed it will be by the Selectboard rather than the Highway Infrastructure Committee. Selectboard appreciates Czaja request that it happens early enough so make other plans can be scheduled if necessary.

By consensus and in deference to the weather the Storm Water Master Plan agenda item is moved up.

6:18 p.m. Watershed Consulting Associates, Underhill Stormwater Master Plan (SWMP). Dan Albrecht from Chittenden County Regional Planning Commission (CCRPC) and Kateri Bisceglia and Kerrie Garvey from Watershed Consulting Associates (WCA) updated the Selectboard on progress of the SWMP. Work completed to date and the top five identified sites presented as slide show. Final report is anticipated to be ready April 30, 2018. CCRPC will assist with grant implementation applications.

6:53 p.m. Organizational Meeting:

- Pat Sabalis nominated Kurt Johnson for Selectboard Chair. Cat Kearns seconded and the motion passed 3-0 by a roll call vote.
- Kurt Jonson nominated Pat Sabalis for Selectboard Vice Chair. Cat Kearns seconded and the motion passed 3-0 by a roll call vote.
- Kurt Johnson moved to adopt draft Rules of Procedure. Pat Sabalis seconded and the motion passed 3-0 by a roll call vote.
- Kurt Johnson moved to reappoint Don Tobi as Tree Warden. Pat Sabalis seconded and the motion passed 3-0 by a roll call vote.
- Kurt Johnson moved to adopt the draft 2018-2019 schedule of regular meetings being held every other Tuesday. Pat Sabalis seconded and the motion passed 3-0 by a roll call vote.

Brief discussions were held related to new posting location (Jacob's Family Market) and potential change of Newspaper of Record. Rules of Procedure can be modified during the course of the year. Additional conversations with the Post Office regarding their decision not to host a bulletin board and with other committees that have posting requirements to be had.

6:57 p.m. RaMona Sheppard, Human Resource Manager, Lister hours and compensation.

Sheppard presented February 20, 2014 Selectboard minutes. At that time she was awarded a percentage share of the Town's savings because she moved from municipal health insurance to Medicare Supplemental. She is requesting the percentage be maintained. It has dropped from 45% to 34% percent this year.

Draft resolution shared, and conversations have been held, with Assessing Clerk and recently elected Lister Amanda Bosley. The office of Lister is only in effect for 45 days after March 6, 2018 or the hiring of an Assessor. Consensus is to give Bosley some time to consider options and implications. Further discussion to occur. Additional discussion to occur at upcoming Selectboard meeting.

7:05 p.m. Reappointments/Appointments to Town volunteer positions and bodies:

Past Chair Steve Webster met with the Selectboard to discuss his interest in being appointed to fill the vacancy on the Underhill Energy Committee.

Kurt Johnson moved to appoint Steve Webster to a 3 year term expiring March 2021 on the Underhill Energy Committee. Pat Sabalis seconded and the motion passed 3-0 by a roll call vote.

The Selectboard considered reappointments to the Planning Commission, Development Review Board, Energy Committee and Conservation Commission.

Kurt Johnson moved to make reappointments per staff memorandum as follows:

- Jennifer Silpe as Animal Control Officer for a 1 year term expiring in 2019
- Peter Bennett to the Energy Committee for a 3 year term expiring in 2021
- Carolyn Gregson to the Planning Commission for a 4 year term expiring in 2022
- Nancy McRae to the Conservation Commission for a 4 year term expiring in 2022
- Betsy Chapek to the Conservation Commission for a 4 year term expiring in 2022
- Peter Hiskes to the Conservation Commission for a 4 year term expiring in 2022
- Mark Greene to the Development Review Board for a 3 year term expiring in 2021
- Charlie Van Winkle to the Development Review Board for a 3 year term expiring in 2021
- Shanie Bartlett as Development Review Board Alternate for a 1 year term expiring in 2019
- Will Towle as Development Review Board Alternate for a 1 year term expiring in 2019
- Mark Hamlin as Development Review Board Alternate for a 1 year term expiring in 2019

Pat Sabalis seconded and motion passed 3-0 by a roll call vote.

Reappointments to the Highway Infrastructure and Equipment Committee and the Alternative Transportation Committee will be deferred to a future Selectboard meeting.

In deference to the weather and applicant being in attendance, the Selectboard adjusted the agenda and moved on to the Lang Access Application.

7:11 p.m. Access permit Application: Stacie Lang (PV103). Michael Lang in attendance to discuss application with Selectboard. Lang explained the modifications shown on the amended site plan date stamped March 13, 2018. Staff advised that the only identified administrative deficiency was a sight distance to the left/north of 492 feet: 8 feet less than the required 500 feet based on the 45mph speed

limit for that portion of Pleasant Valley Road. Applicant states that he feels safe using that location. Consensus of Selectboard is that the shortfall is minimal.

Kurt Johnson moved to approve Access Application A18-04 subject to standard conditions 1,2,3 and five and to grant a 8 foot waiver to the 500 foot sight distance requirement as shown on the submitted site plan dated stamped March 13, 2018. Pat Sabalis seconded and motion passed 3-0 on a roll call vote.

7:22 p.m. Executive Session. Kurt Johnson moved that the Selectboard enter Executive Session with Human Resource Manager to discuss the appointment or employment or evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Pat Sabalis seconded and the motion passed 3-0 on a roll call vote.

At 7:52 p.m. Kurt Johnson moved to exit Executive Session. Pat Sabalis seconded and the motion passed 3-0 on a roll call vote.

Action as a result of Executive Session is to have Vice Chair and Human Resource Manager address recent issue with Town Employee.

7:55 p.m. Warrants and Minutes.

- Kurt Johnson moved to approve the minutes of the February 27, 2018 Special Meeting of the Selectboard. Pat Sabalis seconded and motion passed on a roll call vote of 2-0-1 (Cat Kearns abstaining).
- Kurt Johnson moved to approve the minutes of the February 27, 2018 Regular Meeting of the Selectboard with clarification to the section of the minutes related to flooding on Brook Bend. To include that the Town would be looking for reimbursement from impacted properties. Pat Sabalis seconded and motion passed on a roll call vote of 2-0-1 (Cat Kearns abstaining).

By consensus the Board reviewed and signed current warrants. Questions were raised about rims for the 2008 truck, a lumber purchase and materials hauling. Road Foreman to attend March 27th Selectboard meeting.

8:04 p.m. New Business

Albertini Leased land Quit Claim Deed (PV109). Discussion ensued about current request for a Quit Claim Deed and general 'Lease' land considerations. Drafts have been forwarded for review by town attorney.

General Discussion to outline key topics the Selectboard would intend to address over the coming year. Due to a desire to have the full Board in attendance in person to review upcoming key topics for 2018 this item will be discussed at the Thursday March 15, 2018 Special Meeting.

8:22 p.m. Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting being held on March 27, 2018 and a Special Meeting to be held March 15 at 6:30.

Notice made of receipt of:

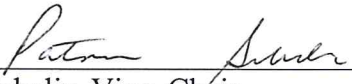

- VTrans form for application of a grant extension. Chair signed, staff to return.
- Pam Shover's resignation as Chief Lister.
- VLCT Training. Cat Kearns to attend the March 24, 2018 Selectboard seminar.

- Budget Status Report dated March 9, 2018.
- Letters of appreciation from various Social Services to the Town thanking them for their support in the FY18-19 Budget: Steps to End Domestic Violence, Vermont Association for the Blind and Visually Impaired, Age Well and the Visiting Nurse Association.

8:15 p.m. Adjournment: On a motion made by Kurt Johnson and seconded by Pat Sabalis, the Selectboard voted 3-0 by roll call to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

		4/10/18
Pat Sabalis, Vice, Chair		Date